

Financial & Management Services Administration

Mission:

The Department of Financial and Management Services consists of seven divisions:

Budget and Financial Reporting
Computer Support Services
Fiscal Accounting Services
Human Resources

Planning
Purchasing
Real Estate Assessment

Goals:

- To provide high quality services in an efficient and effective manner.
- Prepare and administer operating and capital budgets as directed by the Board of Supervisors and County Administration, and to prepare the County's Comprehensive Annual Financial Report in accordance with Federal, State and local requirements and established accounting principles.
- Provide support for the County's financial, network, and geographic information data processing systems.
- Process payroll checks, payments to vendors, and bills for utility services in a timely and accurate manner.
- Facilitate the recruitment and retention of qualified employees through administration of the County's personnel policies and procedures as adopted by the Board of Supervisors.
- Timely and accurate processing of re-zoning and special-use permit applications; maintenance of the County's landuse, zoning, and comprehensive plans in accordance with direction from the Board of Supervisors and County Administration; and to provide administrative support to the Planning Commission.
- Facilitate the procurement of goods and services as required by County and School operations in accordance with the purchasing policies and procedures established by the Board of Supervisors.
- Fairly and equitably assess the value of all real property located in the County.

Implementation Strategies for FY2002:

- Integrate the Computer Assisted Mass Appraisal System with the Building Permit Software
- Develop a recommendation for health care benefits for retirees
- Continue implementation of Program Effectiveness Process

Budget Issues:

- In FY2001, funding was available for the purchase of a laptop computer.
- For FY2002, there are no significant changes.

General Fund Expenditures	FY1998 Actual Expenditures	FY1999 Actual Expenditures	FY2000 Actual Expenditures	FY2001 Original Budget	FY2001 Expected Appropriations	FY2002 Adopted Budget
50119 Financial & Management Services Administration						
Personnel Services	129,086	137,570	143,291	152,924	152,924	155,110
Contractual Services	151	117	-	100	100	-
Internal Services	5,983	5,234	6,980	5,600	5,600	5,600
Other Charges	5,688	6,240	6,473	5,825	5,825	5,925
Materials & Supplies	891	1,028	1,287	1,600	1,600	1,600
Leases & Rentals	1,585	1,595	1,595	1,800	1,800	1,800
Capital Outlay	<u>828</u>	<u>-</u>	<u>-</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
Activity Total	<u>144,212</u>	<u>151,784</u>	<u>159,626</u>	<u>171,349</u>	<u>171,349</u>	<u>173,535</u>

FTE's

Management	1.00	1.00	1.00	1.00	1.00	1.00
Professional/Technical	0.20	0.20	0.20	0.20	0.20	0.20
Admin/Clerical	1.00	1.00	1.00	1.00	1.00	1.00
Trades & Crafts	-	-	-	-	-	-
Total	<u>2.20</u>	<u>2.20</u>	<u>2.20</u>	<u>2.20</u>	<u>2.20</u>	<u>2.20</u>

